



**State of North Carolina
Office of Information Technology Services**

Beverly Eaves Perdue, Governor

George Bakolia, State Chief Information Officer

Memorandum

To: Business Continuity Management Administrators

From: Ann Garrett *AG*

Subject: Agency Business Continuity Plan (BCP) Submissions

Date: May 12, 2009

This year, the due date for agencies to submit their BCPs has been extended for agencies requiring additional time due to the rollout of LDRPS 10. Traditionally the due date has been June 30th. Agencies may submit their plans as late as August 31st this year.

The requirements for this year's plan submission are identified on the attached BCP checklist. With LDRPS 10, you will run a table of contents to generate your plan with preselected reports. This will enable a consistent view across all agencies.

Now that we have the updated LDRPS tools and expanded our BCP capabilities, we are asking agencies to include a copy of their cyber incident plan with the submission of the agency IT BCP plan for the first time. The Cyber Incident Plan template is available to your Security Liaison on the Security Portal. ESRMO has trained agency security liaisons annually in cyber incident planning, providing plan templates and guidance, and agencies should already have a plan. Its inclusion of the cyber incident plan closes a gap in the IT BCP/DR process.

Janice Hunter and Debora Antley in the Enterprise Security and Risk Management Office (ESRMO) are available to assist you with BCP questions. Janice can be reached at 919-754-6232 and Debora at 919-754-6231. You may e-mail them at bcm@lists.ncmail.net.

Please feel free to contact me directly if you have any questions.

Attachment: BCP Checklist

cc: George Bakolia, State Chief Information Officer
Sharon Hayes, Deputy State Chief Information Officer (ITS)
Bill Willis, Deputy State Chief Information Officer
Agency CIOs
Agency Security Liaisons